HIPAA OVERVIEW

New Comers Training

OVERVIEW

- What is HIPAA?
- Who and Why comply
- Training
- HIPAA in daily operation
  - Privacy
  - Security
- Point of contact
- References
- Questions

What is HIPAA?

- Health Insurance Portability and Accountability Act of 1996
- Federal Law
- 3 Parts
  - Privacy
    - Effective Date: 14 APR 03
  - Transaction and Code Sets
    - Effective Date: 14 OCT 03
  - Security
    - Effective Date: 21 APR 05

Who and Why

- Who?
  - All employees from housekeeping staff to providers
- Why?
  - Protection of privacy is becoming more important
  - It is a federal law
  - Sanctions to include jail time and monetary fine.
    - There are actual cases of HIPAA violators sentenced to five year jail time.
  - That’s how we would want our information to be handled!

On-Line Training (Initial)

- Employees and volunteers MUST be trained within 30 days after starting their duties.
- Privacy and Security training
  - Need to be added to 18MC Domain
    - If you have done the training elsewhere, please e-mail the HIPAA Compliance Specialist with your full name/student ID, last duty station, and new duty station.
    - Similarly, your account has to be de-activated when you leave/PCS until you get to new duty station. Please e-mail your name or ID with your DEROS date.
  - www.hipaatraining.tricare.osd.mil
  - Instructions/links are available at 18th MC HIPAA homepage
  - Modules are specific to job functions
    - Providers have six required modules
  - Certificates can be printed for record keeping in six sided folder.

On-Line Training

- Everyone in 18MC, except 16th MEDLOG, must complete the training.
- An Annual Requirement
  - Refresher training for new year will start rolling out job category in Fall 05.
- Need to use ID/PW from the initial training
  - ID/PW can be retrieved from HIPAA Training Admins or HIPAA Compliance Specialist
  - Do not re-register! You will be prompted to start the training from scratch!
- E-mail reminder and instruction will be sent out.

HIPAA in daily operation: Privacy

- No big changes!
- Be careful of audible disclosures as well as visual disclosures
  - Discussion about a patient in hallways should be limited
  - Phone messages containing patient information left on the door
  - Records left over night in boxes by door
  - Records left on counter unattended
  - Files on copiers an fax machines

HIPAA in daily operation: Privacy

- How you communicate
  - Leaving messages on answering machines (especially at work)
    - Do not leave medical informations
    - Leave the name and number and ask the patient to call back
- Disclosures should be routed to PAD
  - Tracking of Disclosures are required
  - PAD is responsible for tracking of disclosures
- Weekly e-mail privacy and security reminders
- What if you have any questions or privacy violation to report?
  - Contact the HIPAA Compliance Specialist or the Privacy Officer

HIPAA in daily operation: Security

- Make sure your computer screen is not visible to public area.
- Lock your workstation when leaving the area.
- Practice strong password. Do not share your password.
- Do not download any unauthorized files. This can lead to corruption of network, leading to disclosure, interruption, or modification of data.
- If you see any unauthorized personnel in a secured area, ask him/her if you can help.
- E-mail: Use of encryption is required
  - Part of HIPAA Security requirement
- Only access data needed for job.
  - Looking at any patient information not related to your job is a HIPAA violation. Audit logs can verify your access.

Report any security concerns to HIPAA Security Officer or Information Assurance Manager.

Point of Contact

- HIPAA Officers
  - Privacy
    - MAJ Erik Glover (Ch, PAD 121GH)
  - Security
    - Mr. James Kim (18MC Information Assurance Manager)
- HIPAA Compliance Specialist
  - Ms. Christin Kim
  - 18medhipaa@kor.amedd.army.mil
- Administrators at each clinic
- 18th MEDCOM HIPAA Compliance Homepage

References

- PUBLIC LAW 104-191
  AUG. 21, 1996
- DoD 6025.18-R
  - DoD Health Information Privacy
- DoD xxxx.xx (Draft)
  - DoD Health Information Security
- AMEDD HIPAA Implementation Guide 3.0
- 18th MEDCOM Policy Letter 7-2
  - 18th MEDCOM Health Information Privacy
- 18th MEDCOM Policy Letter 6-1 to 6-12
  - 18th MEDCOM DCSIM Policies
- TMA HIPAA Homepage
  - www.tricare.osd.mil/hipaa

Questions?